

July 2, 2012

The Board of Supervisors of Clinton County, Iowa, met. Present were Supervisors Davisson, Schmidt and Staszewski. The minutes of the previous meeting were read and approved.

8:15 A.M. FORMAL ACTION: Resolutions and Motions

The following resolution was presented and on motion adopted.

RESOLUTION #2012-186

WHEREAS, the Internal Revenue Service from time to time announces changes in its allowable maximum reimbursement rate for mileage; and

WHEREAS, the Internal Revenue Service has increased the maximum allowable reimbursement rate for 2012 to \$.55.5 cents per mile effective July 2, 2012;

BE IT RESOLVED by the Clinton County Board of Supervisors that the maximum reimbursable mileage rate for Clinton County employees be and is hereby approved at the rate of \$.55.5 per mile effective July 2, 2012.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-187

WHEREAS, the officials of the various offices of Clinton County designate the following institutions as depositories for the funds coming into their hands FY 2012-2013. As provided by Section 12C.1, Code of Iowa; and

WHEREAS, the Clinton County Board of Supervisors, after receiving advice from the County Treasurer, deem said institutions as proper places for the deposit of such funds.

THEREFORE BE IT RESOLVED that the actions of said officials in designating said institutions be and the same are hereby approved and said officials are hereby authorized to deposit public funds in their hands in the financial institutions specified, deposits in no case to exceed the amount specified:

RECORDER/REGISTRAR, STEVE MANGAN	
Clinton National Bank	\$ 300,000.00
SHERIFF, RICK LINCOLN	
Clinton National Bank	\$ 500,000.00
TREASURER, RHONDA MCINTYRE	
Clinton National Bank	\$40,000,000.00
Sterling Federal Bank	\$20,000,000.00
US Bank	\$20,000,000.00
DeWitt Bank & Trust	\$20,000,000.00
First Central State Bank	\$20,000,000.00
First Trust & Savings Bank	\$20,000,000.00
Gateway State Bank	\$20,000,000.00
Citizen's First Bank	\$20,000,000.00
IPAIT	\$ 3,000,000.00
Edward D. Jones (Jerry Kedley)	\$ 1,000,000.00

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-188

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement 54 (GASB 54), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010; and

WHEREAS, the Clinton County Board of Supervisors is required to implement GASB 54 requirements, and to apply such requirements to its financial statements;

THEREFORE BE IT RESOLVED that the Clinton County Board of Supervisors hereby adopts the following policy:

FUND BALANCE POLICY

Fund balance measures the new financial resources available to finance expenditures of future periods.

The Unassigned General Fund Balance may only be assigned by Resolution of the Clinton County Board of Supervisors or by the Clinton County Auditor.

Fund Balances of Clinton County may be committed for a specific source by Resolution of the Clinton County Board of Supervisors. Amendments, modifications or the discontinuance of the committed fund balance must also be approved by resolution of the Clinton County Board of Supervisors.

When it is appropriate for the fund balance of funds other than the general fund to be assigned, the Board Delegates that authority to the Clinton County Auditor.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications within the same fund, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

THEREFORE BE IT FURTHER RESOLVED that Clinton County's financial goal is to have a sufficient balance in the General Fund with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. Clinton County shall strive to maintain a yearly ending balance in the general operating fund in which the total end of year fund balance is 25 percent of the total operating expenditures.

Signed: John F Staszewski  
Signed: Jill M Davisson  
Signed: Brian Schmidt  
Clinton County Board of Supervisors

ATTEST:  
Eric Van Lancker  
Clinton County Auditor

The following resolution was presented and on motion adopted.

RESOLUTION #2012-189

BE IT RESOLVED, by the Board of Supervisors of Clinton County, Iowa, that the amounts as shown, published and approved in the County Budget for fiscal 2012/2013 on March 12, 2012, be and are hereby appropriated for fiscal year 2012/2013 from the various funds of the County to the several offices and departments of County Government for the purposes set out in detail and on file in the office of the County Auditor.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-190

WHEREAS, it is desired to authorize the Auditor to periodically transfer sums from the General Basic and Rural Services Funds to the Secondary Road Fund during the 2012/2013 budget year, and

WHEREAS, said transfers must be in accordance with Section 331.432, Code of Iowa,

Section 1. The total maximum transfer from the General Basic Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2012, shall not exceed the sum of \$274,000.00; and the total maximum transfer from the Rural Services Fund to the Secondary Road Fund for the fiscal year beginning July 1, 2012 shall not exceed the sum of \$1,210,000.00.

Section 2. Within three days of being notified of the apportionment of current property taxes, state replacements against levied property taxes, mobile home taxes or military service tax credit replacements to the General Basic or Rural Services Funds, the Auditor shall order a transfer from said fund to the Secondary Road Fund.

Section 3. The amount of the transfer required by Section 2 shall be equal to the apportionment made under Section 2 to the General Basic or Rural Services Fund, respectively, multiplied by the ratio of said fund's total maximum transfer to the Secondary Road Fund, to the sum of mobile home taxes and total military service tax credit replacements.

Section 4. Notwithstanding the provisions of Section 2 and 3 of this resolution, total transfers to the Secondary Road Fund shall not exceed the amounts specified in Section 1.

Section 5. Notwithstanding the provisions of Section 2 and 3 the amount of any transfer shall not exceed available fund balances in the transferring fund.

Section 6. The Auditor is directed to correct his books when said operating transfers are made and to notify the Treasurer and County Engineer of the amounts of said transfers.

The above and foregoing resolution was adopted by the Board of Supervisors of Clinton County, Iowa, the vote thereon being as follows:

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-191

WHEREAS, the Iowa Legislature has passed and the Iowa Governor has signed SF2315 an act relating to redesign of publicly funded mental health and disability services; and

WHEREAS, SF2315 expresses the intent of the legislature that mental health and disability services shall be provided by Counties operating together as regions; and

WHEREAS, the Clinton County Board of Supervisors finds it in the public's best interest to make informed decisions on entering into a region based on sound planning; and

WHEREAS, Clinton County has initiated discussion with the Counties of the Seventh Judicial District of Iowa (Cedar, Clinton, Jackson, Muscatine, Scott) for the development and delivery of mental health and disability services through a regional structure;

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors that Clinton County commits to participate in the planning and development of this MH/DS region incorporating the Counties of the Seventh Judicial District of Iowa;

BE IT FURTHER RESOLVED that Clinton County understands that this is for planning purposes and the decision to join a region would be made when a final 28E Agreement has been received.

Roll Call:  
Staszewski: Yes  
Davisson: Yes

Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-192

WHEREAS, Clinton County is dedicated to managing the risks of providing services for the public and will do all it can to prevent losses and create a safe work place for employees. Recognizing that losses may occur, Clinton County considers no losses acceptable and will make efforts to identify and treat all loss exposures; and

WHEREAS, Clinton County recognizes the need to manage public funds prudently and further recognizes that county government, with its full range of services requires a Risk Management Policy; and

WHEREAS, the Iowa Community Assurance Pool Loss Control Evaluation recommended that Clinton County develop an incident review committee to review all claims and ensure that each department responds to necessary changes and that the responsibility for these reviews will be designated to the Risk Management Committee; and

WHEREAS, the Risk Management Committee shall consist of the following members:

- 1. Clinton County Auditor
- 2. Clinton County Engineer
- 3. Clinton County Sheriff's Office Chief Deputy
- 4. Clinton County Conservation Director
- 5. Clinton Board of Supervisors Representative
- 6. Clinton County Human Resource Manager
- 7. Clinton County Secondary Roads Employee
- 8. Clinton County Conservation Department Employee
- 9. Clinton County Attorney
- 10. Clinton County Building Maintenance Manager

THEREFORE BE IT RESOLVED that the Clinton County Board of Supervisors establishes a risk management committee with the aforementioned membership, to review all operations of Clinton County that affects the safety and well being of employees, officials and the public and make recommendations to the Board of Supervisors regarding policy and procedural changes. County employees, elected officials and appointed officials will adhere to the policies and practices recommended by the risk management committee and established by the Board of Supervisors.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-193

WHEREAS, the Clinton County Board of Supervisors has received a request for a temporary road closure as follows:

Request From:	City of Lost Nation
Purpose of Closure:	Rustic Day Run
Date & Time:	Saturday, July 21, 2012, 8:00 A.M. to 11:00 A.M.
Road Involved:	150 <sup>th</sup> Street west from 140 <sup>th</sup> Avenue to 150 <sup>th</sup> Avenue and also north on 150 <sup>th</sup> Avenue from 150 <sup>th</sup> Street to Hwy 136

THEREFORE BE IT RESOLVED by the Clinton County Board of Supervisors, in a spirit of cooperation, does hereby approve the aforementioned closure for the above specified time and date. The event sponsor will provide their own traffic control in accordance with the Manual on Uniform Traffic Control Devices (2003 Edition). Authorized event staff shall remove all obstructions immediately following said temporary road closure.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes

Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-194

BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa, that the appointment of Charles Morel to the part-time on an as needed basis (replacing Ed Gaudet) in the Clinton County Veteran Affairs Office, be and is hereby approved with a wage set at \$12.00 per hour, with an effective date of July 2, 2012.

BE IT FURTHER RESOLVED that the County Auditor be and is hereby authorized to issue biweekly pay checks from the General Basic Fund without further action of this Board.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

The following resolution was presented and on motion adopted.

RESOLUTION #2012-195

WHEREAS, the Clinton County Sheriff is an elected official and the Board of Supervisors does not consider nor appoint personnel for elected officials, but need to authorize payroll for the County Auditor.

THEREFORE BE IT RESOLVED by the Board of Supervisors of Clinton County, Iowa that the County Auditor be and is hereby authorized to issue biweekly paychecks on the General Basic Fund, Office of Jail to Janet Ketelsen, from a full-time correctional officer to a part-time correctional officer. This will be in effect July 7, 2012 and her hourly rate will remain, other full-time benefits will cease. This is subject to the terms and conditions of the Sheriff's Bargaining Unit agreement without further action of this Board.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes  
Brian Schmidt, Chairperson

Motion made by Supervisor Staszewski to accept the First Reading as proposed for the Future Land Use Map Amendment/Bousselot Rezoning matter and to schedule the Second Reading and Ordinance for approval at 9:15 A.M., on July 9, 2012.

Roll Call:  
Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes

Motion carried.

GENERAL PUBLIC

Linda Gasper, Calamus, explained she had an issue with a mobile home that was turned over into her possession with back taxes, fees and penalties owed on it. She asked the Board of Supervisors for assistance to pay the overdue amount in order for them to sell the mobile home.

Supervisor Davisson said the County can't waive the taxes, but it can waive the fees and penalties by resolution. Davisson said the County Treasurer will prepare a resolution to waive the fees and penalties.

Gasper added she is not in favor of the building in DeWitt because she doesn't like the security entry way plan.

DEPARTMENT HEADS, ELECTED OFFICIALS AND EMPLOYEES

Clinton County Auditor Eric Van Lancker asked about the official lost and found location of the Administration Building as there was an issue last week. The Board of Supervisors agreed to keep the lost and found contact at the receptionist desk at the main entry of the building.

The Board of Supervisors discussed presentations to place on the Clinton County Fair agenda.

Clinton County Engineer Todd Kinney said he received a draft agreement in regards to the Drainage District #23

crossing from Drainage District Attorney Randy Current. He wanted direction on how to handle the agreement. It was agreed a resolution to approve the agreement would be scheduled for the next Board of Supervisors meeting.

8:40 A.M. Discussion – Building Maintenance Department Secretary I Job Description

Human Resource Manager Lynn Tibbetts and Building Maintenance Manager Corey Johnson spoke about the proposal. Johnson said after being in his new position for a while now he would like to make changes to the job duties of the office assistant. He said those changes include making the position full-time and responsible for employee training. He would also like to decrease the hours the position works the receptionist desk in the Administration Building. The job would also be involved in the collection and delivery of mail and the securing of the Administration Building. Johnson said the employee who is currently a part-time Secretary I is willing to go full-time.

Staszewski asked how that affects the receptionist rotation for the Administration Building. Tibbetts said the temporary employee hours will be expanded to cover the extra time.

Davisson wants to make sure the position has the work to fill the time and that there are still receptionist desk responsibilities.

Johnson said he understands that, but believes this proposal better utilizes the maintenance staff.

Davisson asked how it affects the budget. Van Lancker said the department can either absorb the extra cost of benefits into its budget or the Board of Supervisors can consider a budget amendment.

Schmidt suggested the maintenance secretary work the receptionist desk on Tuesday as opposed to Friday, which is a busier day.

The resolution to approve the job description amendment will be presented during the Board of Supervisors meeting next week.

9:25 A.M. Discussion - Leonard/Notice of Appeal Case No. CV35402

Clinton County Attorney Mike Wolf wanted to update the Board of Supervisors in the matter of the road vacation that went to court for damages and boundary issues. He said the damages are set, but the boundary still appears to be in dispute. He said that affects the County because part of the damage settlement is for the County to set a fence on the property line. Wolf said it appears the centerline of the former road is the property line. He said a judge issued an order declaring the property line, but a notice of appeal has been filed by one of the landowners involved in the matter. However, Wolf said it is not currently clear what specifically is being appealed as the legal brief hasn't been filed yet. He said the brief should be filed soon and he will update the Board of Supervisors at that time.

9:37 A.M. Board of Trustees for Drainage Districts

Discussion with possible action Drainage District #20 repair request

Motion made by Supervisor Davisson to recess as Board of Supervisors and convene as Board of Trustees for Drainage District #20.

Roll Call:	
Staszewski:	Yes
Davisson:	Yes
Schmidt:	Yes

Motion carried. Board of Supervisors recessed and Board of Trustees for Drainage District #20 convened at 9:37 A.M.

Clinton County Engineer Todd Kinney discussed a repair request in Drainage District #20 including a survey of the drainage system. Two proposals were submitted. Hinkle Engineering proposed to do the work for \$2,700.00 while Ament Design submitted an estimate for \$6,093.00.

The following resolution was presented and on motion adopted.  
RESOLUTION #2012-DD20-01

WHEREAS, the Clinton County Board of Supervisors acting as Trustees for Drainage District #20 have considered the quotes received for the topographic survey of portions of the Drainage District #20 drainage system

WHEREAS, the total amount of each quote was as follows:

Hinkle Engineering & Surveying, L.L.C.

Survey Description	Unit	Amount
Ditch 4 Survey, beginning at outlet of RCBC under eastbound Hwy 30 ramp to start of Ditch 3	Lump Sum	\$ 680.00
Ditch 3 Survey (entire length), terminating at the north side of 260 <sup>th</sup> Street	Lump Sum	\$1,220.00
Ditch 11 Survey (entire length), from Z-36 to outlet into Ditch 3	Lump Sum	\$ 800.00
	Total	\$2,700.00

Ament Design Inc.

Survey Description	Unit	Amount
Ditch 4 Survey, beginning at outlet of RCBC under eastbound Hwy 30 ramp to start of Ditch 3	Lump Sum	\$ 968.00
Ditch 3 Survey (entire length), terminating at the north side of 260 <sup>th</sup> Street	Lump Sum	\$3,755.00
Ditch 11 Survey (entire length), from Z-36 to outlet into Ditch 3	Lump Sum	\$1,370.00
	Total	\$6,093.00

THEREFORE BE IT RESOLVED that the Board of Supervisors of Clinton County, Iowa, acting as Trustees for Drainage District #20, concurs with the Clinton County Engineer's recommendation that the contract for said survey work be awarded to the low responsible quote, as follows:

Hinkle Engineering & Surveying, LLC  
Clinton, Iowa 52732

\$2,700.00

BE IT FURTHER RESOLVED that the Chairperson of the Board of Supervisors be authorized to execute said contracts on behalf of Clinton County, Iowa.

Roll Call:

Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes

Brian Schmidt, Chairperson

Motion made by Supervisor Davisson to adjourn as Board of Trustees and convene as Board of Supervisors.

Roll Call:

Staszewski: Yes  
Davisson: Yes  
Schmidt: Yes

Motion carried. Board of Supervisors reconvened at 9:42 A.M.

The Board of Supervisors adjourned to meet on Monday, July 9, 2012.

Eric Van Lancker, County Auditor

-APPROVED-

Brian Schmidt, Chairperson

County Auditor

Chairperson